

Sussex County, Delaware



REQUEST FOR QUALIFICATIONS

PROFESSIONAL AERONAUTICAL CONSULTANT
SERVICES

RFQ 20-27

February 2020

RFQ INFORMATION PACKAGE
FOR
AERONAUTICAL CONSULTANT SERVICES

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DATE RELEASED: February 13, 2020

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL AERONAUTICAL CONSULTANT SERVICES
RFQ 20-27**

The Sussex County Council is hereby soliciting statements of qualifications and experience from qualified Professional Firms to provide **Aeronautical Consultant Services** for projects at the Delaware Coastal Airport for a five-year period. These projects may include, but are not limited to the following:

1. Apron Expansion
2. Taxiway Designs
3. Obstruction Removal
4. Runway Extensions to include Environmental Assessment
5. General Aviation Development

This work is subject to mandatory federal contract provisions for Professional Services contracts.

Sussex County shall determine that firms meet the minimum qualifications, based upon items addressed in the proposals that are received, consisting of the following criteria:

Experience and reputation completing similar projects
Consultant Qualifications and Expertise
Capacity to meet requirements (size, financial condition, etc.)
Demonstrated ability
Familiarity with public work and its requirements

In addition to the above, other criteria necessary for a quality, cost-effective project may be utilized.

Sussex County intends to select one (1) qualified firm for negotiation of a service agreement which the County determines fair and reasonable. There is no guarantee of actual agreement value.

Interested parties may obtain an RFQ Information Package by contacting Kaycee Widen at (302) 855-7718. Parties must submit information as specified in the RFQ Information Package to Engineering Administration, Sussex County Engineering Department, 2 The Circle, P.O. Box 589, Georgetown, Delaware 19947, no later than **4:00 p.m. on Friday, February 28, 2020.**

Questions regarding this proposal request should be submitted in writing to Mr. Eric Littleton C.M., Delaware Coastal Airport Manager at eric.littleton@sussexcountype.gov no later than 4:00 PM on February 21, 2020.

By: Hans Medlarz, P.E.
County Engineer

II. General Information

Delaware Coastal Airport is located in south-central Delaware, adjacent to the east side of the Town of Georgetown and 15 miles from the Atlantic Ocean. The airport is operated by Sussex County, under the direction of the Sussex County Engineering Department (SCED). Airport property consists of approximately 700 acres, including 178 acres that comprise the Airport Business Park. Sussex County Council owns the property and acts as grant sponsor for FAA funded airport improvement projects.

Sussex County Council through the SCED, has approved and completed several improvement projects outlined in their Airport Master Plan, including the extension of Runway 4-22, site drainage improvements and lighting upgrades, and apron and hangar expansions. Work was planned and completed to improve existing operations and address increased airport usage.

An update to the Airport Master plan is currently underway outlining future development projects in phases utilizing federal, state and local sponsor funding as part of our Airport Capital Improvement Program.

The purpose of this Request for Qualifications is to select one (1) qualified professional firm for an agreement to provide **Aeronautical Consultant Services** for projects at the Delaware Coastal Airport for a five-year period. This work is subject to mandatory federal contract provisions for Professional Services contracts.

The agreement will outline a final scope of services determined necessary to complete project deliverables in accordance with FAA Advisory Circulars (AC) including but not limited to the AC 150 Series and satisfying applicable federal, state and local guidelines and requirements.

All services shall be assigned subject to Council approval. There is no guarantee of actual agreement value.

The schedule for procurement is estimated as:

- | | |
|---------------------------|------------------------------|
| ○ RFQ Advertisement | February 13, 2020 |
| ○ Deadline for Questions | February 21, 2020 at 4:00 PM |
| ○ RFQ Submittal Deadline | February 28, 2020 at 4:00 PM |
| ○ Evaluation and Rankings | <i>Approximately 3 Weeks</i> |
| ○ Council Actions | <i>March / April 2020</i> |

It is a requirement that the key personnel proposed participate in administrating the project. If, because of extenuating circumstances, key team members must be replaced, the new personnel must possess comparable experience and be approved by SCED.

Joint venture submissions will not be considered.

The County is not responsible for any cost incurred by a consultant in preparation and presentation of proposals.

III. Consultant Selection Procedure

It is the intent of Sussex County Council to retain one (1) consultant for the work identified in this RFQ serving at the discretion, direction and pleasure of Sussex County Council. A selection committee will be appointed to evaluate proposals and develop scores and rankings based on the Consultant Rating Criteria noted below. An Invitation to negotiate service contracts will be made to the highest ranked firm, following Council approval of the selection committee's final ranking. The selection committee, in their discretion, may elect to develop a short-list and request oral presentations be made during the Consultant Selection Procedure. Not all consultants may be asked to present.

Should negotiation of a service contract fail, or a consultant be relieved of its contractual duties at any future time by Sussex County Council, then the privilege is retained by the Sussex County Council to negotiate any and all work with the next highest ranked firm. The Sussex County Council further reserves the privilege of re-advertising the Consultant Selection Procedure for the proposed scope of work at its discretion. The sole intent of having these alternatives available is to ensure that the best interests of Sussex County Council will be served at all times.

Consultant Rating Criteria:

- **25%** Experience and reputation completing similar projects
- **25%** Capacity to meet requirements
- **20%** Demonstrated ability
- **15%** Expertise
- **15%** Familiarity with public work and its requirements

IV. Required Submittals

The following items must be submitted with the consultant's proposal package:

1. Provide a subjective discussion of your firm's capabilities to provide Aeronautical Consulting/Planning Services and your thoughts on the proposed work in one page or less.
2. Provide a descriptive summary of similar Aeronautical Consulting projects successfully completed within the last five (5) years. All information should be relative to the types of projects described in this packet, scope identification and consistency of work within the guidelines of FAA AC 150 series guidance and FAA approvals. Include a proposed technical approach for Delaware Coastal Airport development projects. Keep the descriptive summary to three pages or less.
3. Submit a current GSA Standard Form (SF) 330 applicable to the nature of the proposal request, based upon the activities of the consultant's physical office location serving this project. It is recognized that the services of more than one consultant office, for a multi-office business, may be necessary to properly perform work contemplated under this Consultant Selection Procedure.
4. Provide a letter detailing the litigation history of your firm. The letter shall list any lawsuits or claims that have been filed or asserted against your firm (or any member of your firm) in the last five (5) years. Please summarize the nature of the claim or suit and specify the outcome.

5. Submit an Executed Affidavit
6. Provide a copy of this RFQ as appendix to the consultant's proposal package.

The letter of interest, descriptive summary, GSA SF 330, litigation summary, and any other information the consultant would like to submit for review under this Consultant Selection Procedure should be assembled into one comprehensive, securely bound document, delivered in a sealed envelope with the RFQ number and title clearly labeled. Electronic submittals will not be accepted.

The consultant shall submit one (1) original and four (4) copies of the comprehensive proposal package for delivery to the Sussex County Council offices prior to the local time and date shown in the public advertisement, with at least one of those copies unbound. Consultant comprehensive proposal packages or other supplemental information received by the Sussex County Council or any of its employees after the local time and date shown in the public advertisement will not be considered in the Consultant Selection Procedure.

V. Insurance Requirements

Insurance will be required at limits and coverage stipulated by the County at the time of contract execution.

The following limits will be required:

- A. Commercial General Liability - \$1,000,000 combined single limit - each occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 combined single limit - general aggregate; \$2,000,000 combined single limit - products/completed operations aggregate.
- B. Business Auto Liability Insurance - combined single limit of \$1,000,000 per accident.
- C. Workers Compensation Insurance - \$100,000 each accident for bodily injury by accident; \$100,000 each employee for bodily injury by disease; and \$500,000 policy limit for bodily injury by disease.
- D. Umbrella Excess Liability or Excess Liability Insurance - \$5,000,000 each occurrence; \$5,000,000 aggregate other than products/completed operations and auto liability; \$5,000,000 products/completed operations aggregate; and including coverage for commercial general liability, business auto liability and employers' liability.
- E. Engineers' and Architects' Professional Liability Insurance - aggregate limit of \$2,000,000, which insures against errors and omissions in rendering or failure to render engineers' and architects' professional services, including construction management if applicable.

VI. Contract and Payment Policies

Sussex County Council anticipates the following items shall be considered basic requirements for contracts awarded under this Request for Qualifications:

1. The Agreement Between Owner and Engineer for Professional Services documents shall be compliant in form to County standards and approved by the FAA. Work may be assigned by execution of a project Agreement and/or amendment.
2. Compensation methods for services shall be defined in accordance with FAA guidelines when applicable. Compensation shall include rates, salaries and wages of productive technical employees assigned to the project, performing actual productive work on the project. Payroll costs for clerical functions shall be included as part of the negotiated overhead rate factor.
3. The overhead rate factor including administrative costs shall be supported by adequate documentation.
4. Standard Hourly Rate schedules shall be submitted annually when applicable to a compensation method.
5. A ten-percent (10%) fee (as profit) will be the maximum allowable billing percentage to direct payroll plus overhead (Cost Plus).
6. Any required subcontract shall be billed at actual cost. No markup will be charged in addition to a subcontract amount.
7. Negotiated and Agreed upon out-of-pocket expenses which are directly chargeable to the project and which are not provided as part of the consultant's overhead costs shall be billed at cost. Such expenses may include items such as mileage, payable at an agreed rate per mile, for use of personal motor vehicles operated in accordance with the agreed upon policy for such expenses including meal and lodging costs for project required overnight travel. All allowable direct expenses must be specifically listed in the executed contract documents.
8. Payment for consulting services will be made 30 days after receipt of an approved invoice.

AFFIDAVIT

I, _____, being an
authorized representative of the firm of
_____, located in (County)
_____, (State) _____, (Zip Code) _____,
Phone _____, have read and understood the contents of the
Request for Qualifications (RFQ). I verify that all submittals being made under this RFQ
are accurate and true, and further that I fully understand the County contracting and
insurance requirements and agree to adhere to said requirements in all contract
agreements. I hereby submit our proposal accordingly as of this date
_____.

Signature of Authorized Representative

Attest